Submit a Letter of Intent - SBIR

1 Introduction

When creating a Funding Opportunity Announcement (FOA), the solicitation owner may choose whether applicants will need to submit a presubmission. One type of presubmission is called a Letter of Intent (LOI). The solicitation will provide guidance on required content and deadline for the LOI submission.

The purpose of this document is to provide step-by-step instructions for users to follow to submit an LOI to an SBIR solicitation.

2 Prerequisites

Before an LOI can be submitted, the following criterion must be met:

- The user must be registered to a Small Business in PAMS.

3 Submitting a Letter of Intent

Use the following steps to access a solicitation and submit an LOI.

3.1 Finding a Solicitation

Use the following steps to find an appropriate solicitation.

3.1.1 Before Login

Use the following steps to access a list of solicitations prior to logging in to PAMS.

1. On the PAMS Login page, click the **Search Solicitations** link under the New User Registration section in the column on the right (*Figure 1*).
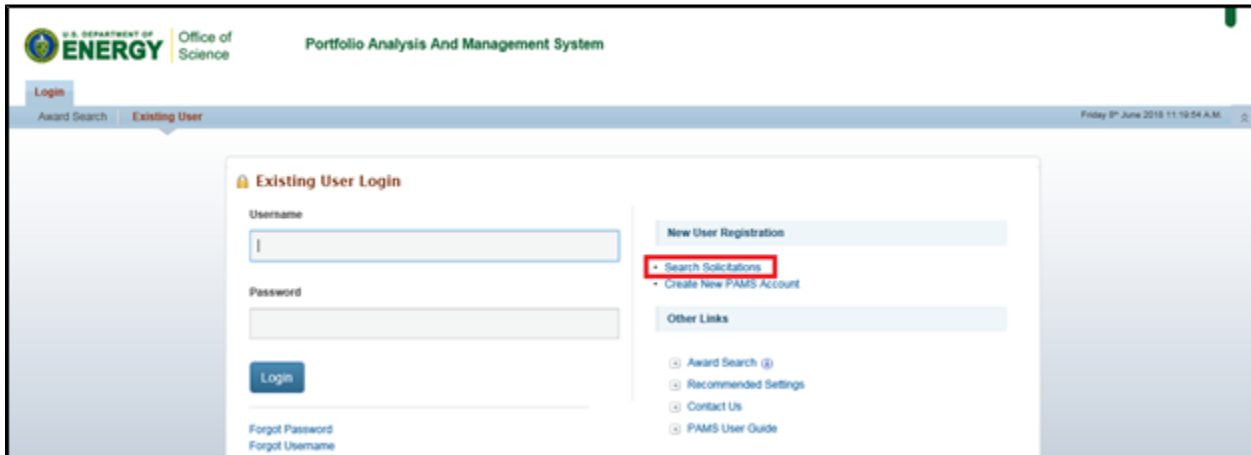

Figure 1. PAMS Login Page – Search Solicitations

2. PAMS will load the Select a Solicitation List page, which contains links to FOAs and DOE National Laboratory Announcements (*Figure 2*). Click **View a list of Funding Opportunity Announcements** to view a complete list of active FOAs.

> **Note**
>
> You can view a complete list of DOE National Laboratory Announcements by clicking the **View a list of DOE National Laboratory Announcements** link, but you cannot submit an SBIR LOI to a National Laboratory Announcement.

Figure 2. Select a Solicitation List

3. PAMS will display a list of active FOAs for you to choose from. Browse the list or use the filters or advanced search above the grid to find an appropriate solicitation (*Figure 3*).

Figure 3. Funding Opportunity Announcements – List – Search

4. Click the **Actions/Views** dropdown for the solicitation you would like to respond to, and select **Submit Letter of Intent** (*Figure 4*).

Figure 4. Funding Opportunity Announcements – List – Submit Letter of Intent

3.1.2 After Login

Use the following steps to access a list of solicitations after logging in to PAMS.

1. Log in to your PAMS account at https://pamspublic.science.energy.gov/

2. Navigate to the Proposals tab, and click **View Funding Opportunity Announcements** (*Figure 2*).

3. PAMS will display a list of active FOAs for you to choose from. Browse the list or use the filters or advanced search above the grid to find an appropriate solicitation (*Figure 3*).

4. Once you've chosen a solicitation, click the **Actions/Views** dropdown and select **Submit Letter of Intent** (*Figure 4*).

3.2 Creating a Letter of Intent

An LOI has six sections: Solicitation Information, PI Information, SRO/BO/AO Information, Subcontractor/Consultant Information, Project Information, and Letter of Intent (*Figure 5*).

Use the following steps to create and complete an SBIR LOI.

ALL PROPOSALS «

General ▲

LOI/Preproposals

My Letters of Intent

My Preproposals

Proposals

My Proposals

Access Previously Submitted Grants.gov Proposal

📄 Submit Letter of Intent (LOI)

Complete the form below to submit a Letter of Intent (LOI). Search for and add only one PI and one SRO/BO/AO. If the PI or SRO/BO/AO is not registered, send an invitation (+ View More)

OMB Number: 0000-0000
Expiration: 00-00-0000

> ℹ **Note(s):**
> Submitting duplicate Letters of Intent is not permitted. Any Letter of Intent identified as a duplicate will be disqualified.

Solicitation Information

Solicitation Number	DE-FOA-0000000: [Solicitation Title]
★ Institution	Select One ▼

★ PI Information ℹ   [Select PI]

Name	N/A
Email Address	N/A
Phone Number	N/A
Address	N/A

★ SRO/BO/AO Information ℹ   [Select SRO/BO/AO]

Name	N/A
Email Address	N/A
Phone Number	N/A
Address	N/A

Subcontractor/Consultant Information ℹ

Subcontractor/Consultant Details	Approximately 1/4 page ℹ (Max 500 Characters): **500** Characters left.

Project Information

★ Letter of Intent Title	
★ SBIR Phase	Select Phase ▼ [Populate SBIR Phase]

▼ ★ Letter of Intent (Minimum 1) (Maximum 1)   [Attach File]

No documents attached

[Cancel]   [Save] [Submit to DOE]

Submission of this data is required.

Figure 5. Submit Letter of Intent (LOI)

3.2.1 Solicitation Information

1. The Solicitation Number field will prepopulate with the number of the solicitation you selected on the previous page (*Figure 6*).

2. Click the Institution field dropdown. This list will populate with all of the Small Businesses you are registered to in PAMS. Select the Small Business that you are submitting the LOI on behalf of.

Solicitation Information	
Solicitation Number	0000000000: [Solicitation Title]
* Institution	Select One ▾
	Select One
	[Institution Name]
* PI Information ⓘ	Select PI

Figure 6. Submit Letter of Intent (LOI) – Solicitation Information – Institution

3.2.2 PI Information

1. The PI Information section will populate once you select a PI. Click **Select PI** to generate a list of users registered to your Small Business in PAMS (*Figure 7*).

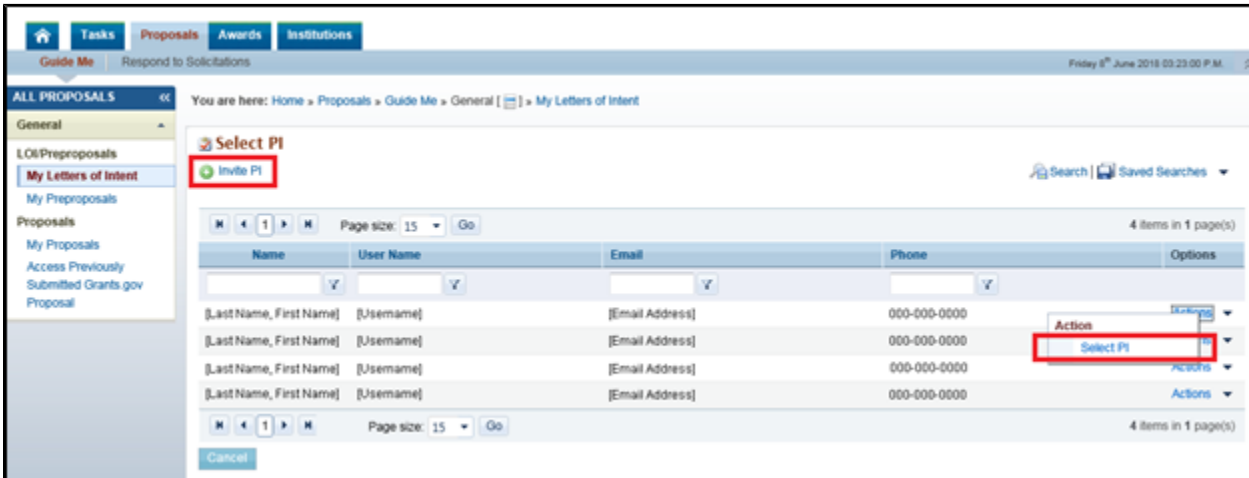| * PI Information ⓘ		Select PI
Name	N/A	
Email Address	N/A	
Phone Number	N/A	
Address	N/A	

Figure 7. Submit Letter of Intent (LOI) – PI Information – Select PI

2. If the user you wish to assign appears in the generated list, click the **Actions/Views** link and then **Select PI** (*Figure 8*).

Figure 8. Select PI – Select PI, Invite PI

3. If the user you wish to assign as the PI is not listed, click the **Invite PI** link located at the top of the page. This will allow you to send your desired PI an invitation to register to PAMS. Once the user creates an account and registers to your institution, he/she will appear in the list of registered users. You may then select the user as the PI for your LOI.

4. Once you have selected a PI, his/her information will auto-populate in the PI Information section. If you wish to change the assigned PI, click **Change PI** (*Figure 9*) and follow the steps above.

Figure 9. Submit Letter of Intent (LOI) – Change PI

3.2.3 SRO/BO/AO Information

1. The SRO/BO/AO Information section will populate once you select an SRO/BO/AO. Click **Select SRO/BO/AO** to generate a list of users registered to your Small Business in PAMS (*Figure 10*).

Figure 10. Submit Letter of Intent – SRO/BO/AO Information

2. If the user you wish to assign appears in the generated list, click the **Actions/Views** link and then **Select SRO/BO/AO** (*Figure 11*).

3. If the user you wish to assign as the SRO/BO/AO is not listed, click the **Invite SRO/BO/AO** link located at the top of the page. This will allow you to send your desired SRO/BO/AO an invitation to register to PAMS. Once the user creates an account and registers to your institution, he/she will appear in the list of registered users. You may then select the user as the SRO/BO/AO for your LOI.

Figure 11. Submit Letter of Intent – Select SRO/BO/AO

4. Once you have selected an SRO/BO/AO, his/her information will auto-populate in the SRO/BO/AO Information section. If you wish to change the assigned SRO/BO/AO, click **Change SRO/BO/AO** (*Figure 12*) and follow the steps above.

Figure 12. Submit Letter of Intent (LOI) – Change SRO/BO/AO

3.2.4 Subcontractor/Consultant Information

1. This section is optional. If you intend to contract a subcontractor or consultant on the award, you can include that information in the Subcontractor /Consultant Details field (*Figure 13*).

Figure 13. Submit Letter of Intent (LOI) – Subcontractor/Consultant Information

3.2.5 Project Information

1. Enter a title in the Letter of Intent Title field (*Figure 14*).

Figure 14. Submit Letter of Intent (LOI) – Project Information – Title

2. Click the SBIR Phase dropdown, select a phase, and click the "Populate SBIR Phase" button (*Figure 15*).

    a. If you select "Phase I" or "FastTrack", PAMS will display the "Topic Information" section. The first dropdown in the "Topic/Subtopic" field contains the Topics for the SBIR announcement to which you are submitting an LOI. Select a Topic from the list and click the "Populate Subtopic" button. This will populate the second "Topic/Subtopic" dropdown with Subtopics specific to the Topic you selected. (*Figure 16*)

    b. If you select "Phase II", "Phase IIA", or "Phase IIB", PAMS will display the "Award Information" section. Enter the Award Number as it appears on the Assistance Agreement and click the "Populate Topic/Subtopic" button. PAMS will populate the "Topic/Subtopic" field with the Award's Topic and Subtopic. (*Figure 17*)

Figure 15. Submit Letter of Intent (LOI) – Project Information – SBIR Phase

If you select Phase II, Phase IIA, or Phase IIB, PAMS will require you enter a number in the Award Number field.

Figure 16. Submit Letter of Intent (LOI) – Project Information – Topic

Figure 17. Submit Letter of Intent (LOI) – Project Information – Populate Subtopic

5. Click the **Select Subtopic** dropdown and select a subtopic (*Figure 18*).

Figure 18. Submit Letter of Intent (LOI) – Project Information – Select Subtopic

3.2.6 Letter of Intent

1. You must attach your LOI as a separate file in the Letter of Intent section. Click **Attach file** and then **Browse** to search for the document you wish to submit (*Figure 19*).

Figure 19. Submit Letter of Intent (LOI) – Letter of Intent – Browse

| Note | You may include a description of 500 characters or less for your LOI in the Description field. |

2. Once you have selected a document, click **Upload** to upload the file to PAMS (*Figure 19*).

3. To update the optional description, click **Update Description** in the **Actions** menu (*Figure 20*).

Figure 20. Submit Letter of Intent (LOI) – Letter of Intent – Update Description

4. Click **Save** when you are finished to save any edits, or **Cancel** to cancel any edits (*Figure 21*).

Figure 21. Submit Letter of Intent (LOI) – Letter of Intent

5. To delete your attachment, click **Delete** in the **Actions** menu (*Figure 22*).
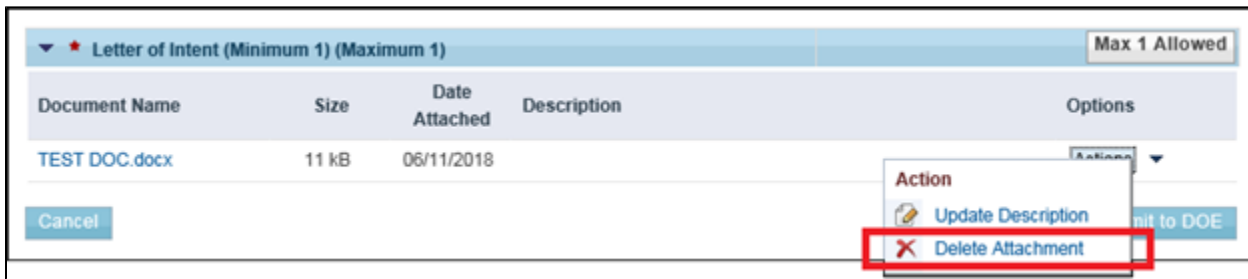
Figure 22. Submit Letter of Intent (LOI) – Letter of Intent – Delete Attachment

6. You will receive a Confirmation message asking if you are sure you want to delete the file. Click **Confirm** to delete the file, or **Cancel** to cancel deletion (*Figure 23*).
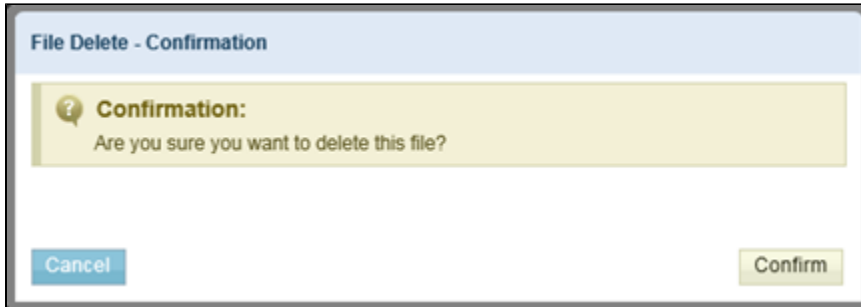

Figure 23. Submit Letter of Intent (LOI) – Letter of Intent – File Delete – Confirmation

7. Begin at step 1 above to reattach an LOI.

3.3 Submitting a Letter of Intent

Use the following steps to submit your LOI to DOE.

1. When all of the required fields are complete, you can submit your LOI. Click **Submit to DOE** in the bottom right corner to submit your completed LOI, or **Cancel** in the bottom left corner to cancel any progress and return to the Funding Opportunity Announcements – List page without submitting an LOI (*Figure 24*).
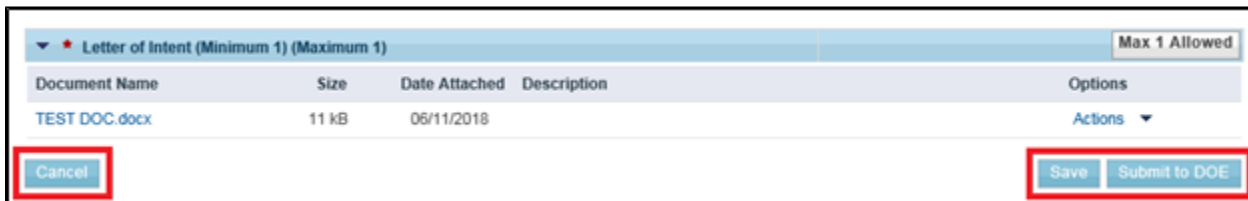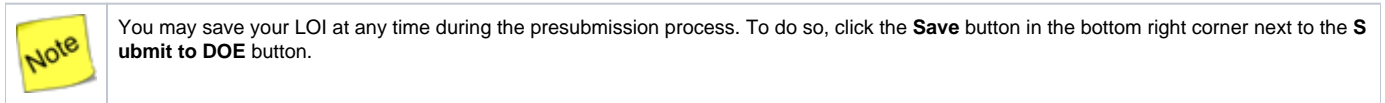

Figure 24. Submit Letter of Intent (LOI) – Letter of Intent – Submit to DOE, Save, Cancel

Note	You may save your LOI at any time during the presubmission process. To do so, click the **Save** button in the bottom right corner next to the **Submit to DOE** button.

2. After clicking Submit to DOE you will receive a *Success* Message confirming that your LOI was submitted successfully (*Figure 25*).

Figure 25. My Letters of Intent (LOI) – Success Message, List

3.4 Reopening a Letter of Intent

Use the following steps to reopen an LOI.

1. To reopen a submitted LOI, navigate to the Proposals tab and click **My Letters of Intent** (*Figure 26*).
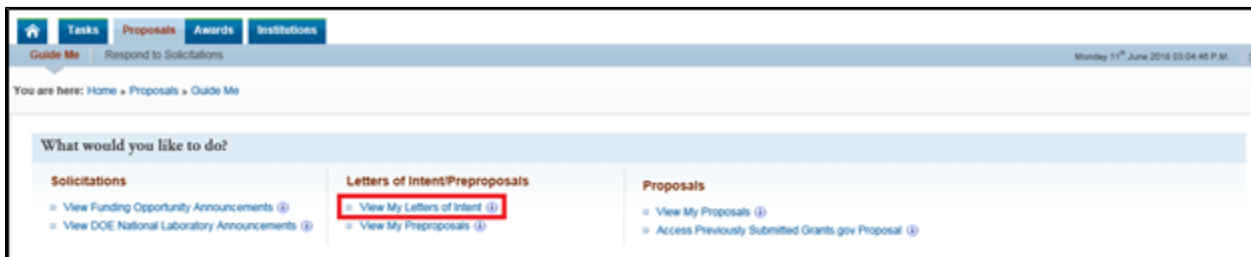

Figure 26. Proposals – View My Letters of Intent

2. PAMS will load the My Letters of Intent page. Browse the list or use the filters or advanced search above the grid to find an LOI (*Figure 27*).

Figure 27. My Letters of Intent (LOI) – Search

3. Choose the LOI you would like to reopen, click the **Actions/Views** link, and select **Reopen Letter of Intent** (*Figure 28*).
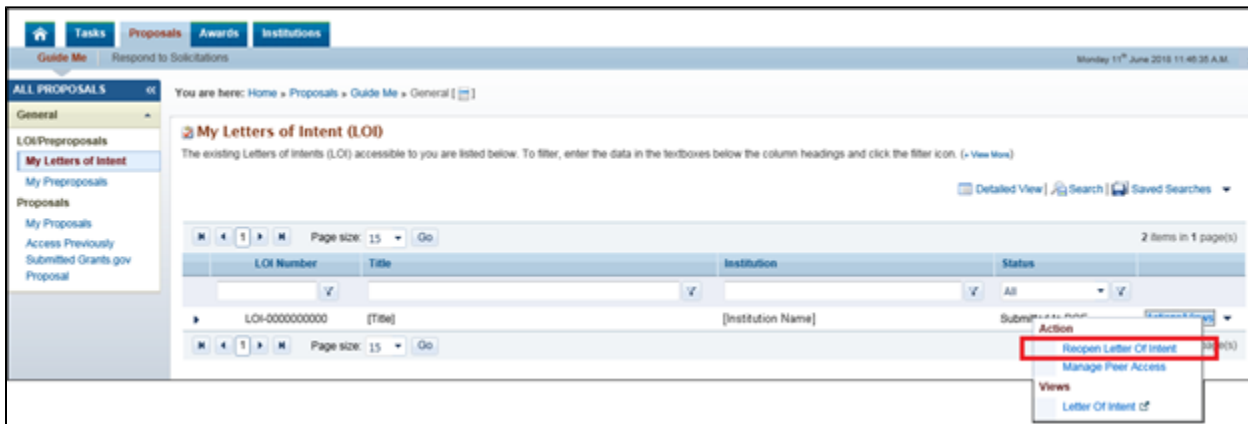
Figure 28. My Letters of Intent (LOI) – Reopen Letter of Intent

4. PAMS will display a Warning message (*Figure 29*). Read the message carefully. Click **Yes** to continue and edit the LOI. Click **No** to return to the My Letters of Intent (LOI) page without editing the LOI.
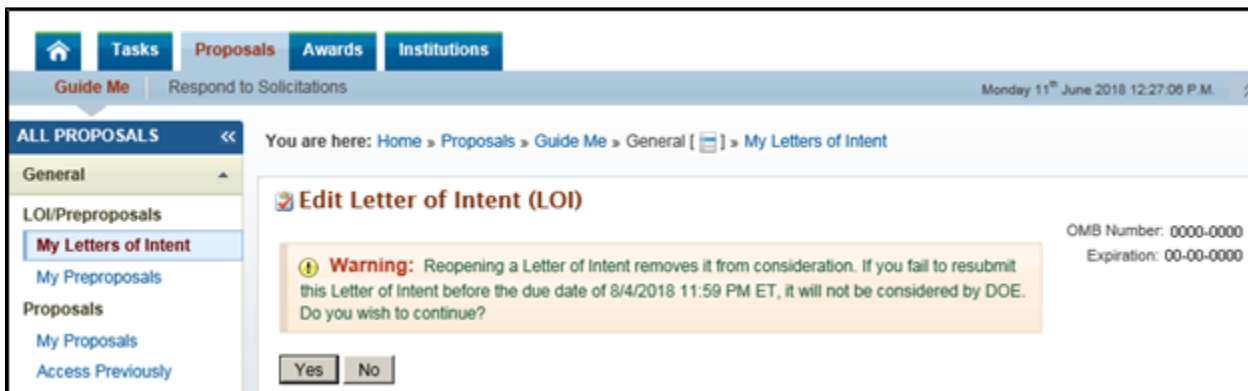

Figure 29. Edit Letter of Intent (LOI) – Warning

5. PAMS will load the Edit Letter of Intent (LOI) page, populated with all of the information you entered on the Submit Letter of Intent (LOI) page (*Figure 5*). Make any necessary edits, and then click **Submit to DOE** in the bottom right corner to resubmit the LOI.

Note	You may reopen a submitted LOI at any time prior to the LOI deadline. However, reopening an LOI removes it from consideration. As such, if you do not resubmit an LOI prior to the deadline, it will not be considered in response to that solicitation.

6. PAMS will reload the My Letters of Intent (LOI) page with a Success message confirming that the LOI was submitted successfully (*Figure 25*).